CYNGOR GWYNEDD

MEMBERS' SCHEDULE OF REMUNERATION 2026/2027

This Scheme is made under the Local Government (Wales) Measure 2011 regarding Independent Remuneration Panel for Wales (IRPW) Regulations, which apply to payments, made to members and co-opted members of local authorities.

1. Basic Salary

1.1 A Basic Salary shall be paid to each elected Member of the Authority.

1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.

1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.

1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.

2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.

2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.

2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.

2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.

2.6 A Senior Salary **may not** be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.

2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which they have been nominated.

2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

4.1 Where a Member of the Authority is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local

Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to them in respect of that period for which they are suspended will be withheld by the Authority (Section 155 (1) of the Measure).

4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.

5. Repayment of salaries, allowances, or fees

5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

(a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act.
(b) ceases to be a Member of the Authority or Co-opted Member; or
(c) is in any other way not entitled to receive a salary, allowance, or fee in respect of that period, the Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

6.1 Payments of all allowances will be made by the Gwynedd Council Payroll Department, by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 22nd of the month.

6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.

6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Contribution Towards Costs of Care and Personal Assistance

7.1 Members, including co-opted members will be entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time.

7.2 A contribution[1] can be made towards the actual costs of formal care and / or personal assistance. Formal care or assistance is provided by someone registered with Care Inspectorate Wales – receipts will be needed to accompany claims. If the care or support is provided by someone not registered with Care Inspectorate Wales this is informal care. The actual costs of informal care can be paid back up to the hourly rate of the UK Real Living Wage - £13.45 per hour. Care and personal assistance can only be paid for if it is not paid for by other things like welfare benefits or access to work payments. Care and Personal Support can be paid to go to meetings, time taken to prepare for and travel to meetings.

7.3 Contributions towards Care costs can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the Member or Co-opted Member as part of their family and who cannot be left unsupervised.

[1] As payments are taxable under current HMRC rules, a full refund is not possible. Claims will require receipts.

7.4 Details of contribution towards costs of care and personal assistance will be published by the Council but without drawing attention to payments made to individual members

7.5 Eligible Members may claim reimbursement of costs of care for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel for Wales as set out in **Schedule 1**. All claims for reimbursement of costs of care should be made in writing to Democratic Services detailing times, dates, and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions, they are entitled to be absent from authority meetings. Family Absence cover maternity, new-born, adoption, and parental absences from official business.

8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.

8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.

8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.

8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

9.1 A Co-optees' hourly fee shall be paid to Co-optees', provided they are statutory Co-optees' with voting rights.

9.2 Co-optees' payments will be capped at a maximum of the equivalent of **10** full days a year for each committee to which an individual may be co-opted.

9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting

9.4 The Head of Democratic Services is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid based on this determination.

9.8 The hourly fee for the Chairpersons of the Standards Committee and the Governance and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

9.9 The hourly fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

10. Reimbursement of Travel Costs and Subsistence Allowance

General Principles

10.1 Travelling allowance from member's homes (as the usual place of work) and subsistence will be paid to members where expenditure has been necessarily incurred on travelling (including travel by taxi if this is the only, or most appropriate, method of transport), or subsistence in connection with approved duties and upon receipt of a valid claim in accordance with the Council's guidance as set out in **Schedule 2**

10.2 According to law and to ensure that Members receive travelling expenses in full and the correct mileage rate, a valid VAT fuel receipt is needed to support the claim - one receipt with each monthly claim. All receipts (VAT and non-VAT) must be kept for a period of six years + current year. It is the individual's responsibility to keep receipts. Failure to provide this proof for a Council or Inland Revenue audit could result in having to pay the money back.

10.3 Members are expected to share travelling arrangements where possible and the driver to claim for carrying passengers. Members should always be mindful of choosing the most cost-effective method of travel. Where meetings are held in hybrid, it is recommended that serious consideration is given to the need to travel to the venue – reducing the carbon footprint would contribute to the Travel Reduction Project which is part of the Council's Climate and Nature Emergency Plan.

10.4 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.

10.5 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motorcycles, and pedal cycles plus any passenger supplement.

11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3.**

11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 **Rail / Coach Travel**

The Support Services will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt. Unless otherwise authorised rail tickets will be second-class.

12.2 **Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

12.3 **Air Fare (optional)**

Travel by air is permissible if it is the most cost-effective means of transport. Authorisation of the Head of Democratic Services is required, and Support Services will purchase tickets.

12.4 **Travel Abroad**

Travel abroad on the Authority's business will only be permitted where authorised by Head of Democratic Services. Support Services will arrange travel and accommodation.

12.5 **Other Travel Expenses**

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging, and other necessary travel associated expenses. Re-imbursement will be upon receipt only.

13. Overnight Accomodation

13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late-night travel would be unreasonable. All overnight stays must receive prior authorisation from the Head of Democratic Services.

13.2 Support Services will book overnight accommodation. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not more than the rates set out in **Schedule 3**.

14. Subsistence Costs

14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24-hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

14. 2 No provision is made for subsistence claims within the County Borough

15. Claims and Payments

15.1 A claim must be submitted for travelling and subsistence allowance. Members are encouraged to submit claims on a daily basis by logging in to the Staff Self-Service System > Travel Expenses, through the Members' Intranet

15.2 Claims which are older than two months will not be paid without special permission

15.3 In order to calculate miles travelled on official business¸ costs will be paid from the individual's home (this is the normal pace of work) and finish at home.

15.4 A valid V.A.T receipts for fuel should be included. It is the individual's responsibility to keep a receipt

15.5 Claims for attending school governors' meetings will not be received

15.6 Allowances will be paid by direct bank credit.

16. Pensions

16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17. Supporting the work of Authority Members

17.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The Authority's Democratic Services Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the Full Council.

17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email, and internet facilities to give electronic access to appropriate information.

17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support, which the Authority has decided, is necessary for the effectiveness and or efficiency of Members.

18. Job Sharing Arrangements

18.1 Section 58 of the Local Government and Elections Act (Wales) 2021 established new arrangements for job sharing for executive leaders and executive members. The Act makes provision:

- requiring local authorities to include in their executive arrangements provision for enabling two or more councillors to share an office on an executive, including the office of executive leader
- changing the maximum number of members of an executive when members of the executive share an office
- about voting and quorum where members of an executive share office.

18.2 For members of an executive: Each job sharer will be paid an appropriate proportion of the salary group

18.3 The statutory maximum, as set out in the Act, for Cabinet cannot be exceeded so each job sharer will count toward the maximum. In respect of job-sharing arrangements for other senior salary posts (e.g. Committee Chairs: Opposition group leaders) the Panel is supportive and will normally be prepared to agree to submissions from council's subject to the limitations noted. Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership. Where the arrangements would mean that the statutory maximum would be exceeded the Panel would need to seek the approval of Welsh Ministers.

19. Compliance

19.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4.**

Members & Co-opted Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2026 - 2027

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
1	Councillor Menna Baines	£21,044
2	Councillor Wendy Cleaver	£21,044
3	Councillor Stephen Churchman	£21,044
4	Councillor Robert Glyn Daniels	£21,044
5	Councillor Anwen Jane Davies	£21,044
6	Councillor Dafydd Owen Davies	£21,044
7	Councillor Elwyn Edwards	£21,044
8	Councillor Elfed Wyn ap Elwyn	£21,044
9	Councillor Gwion Emyr	£21,044
10	Councillor Alan Jones Evans	£21,044
11	Councillor Gwilym Evans	£21,044
12	Councillor Dylan Fernley	£21,044
13	Councillor Jina Gwyrfai	£21,044
14	Councillor Annwen Hughes	£21,044
15	Councillor John Brynmor Hughes	£21,044
16	Councillor Louise Hughes	£21,044
17	Councillor Anne Lloyd- Jones	£21,044
18	Councillor Berwyn Parry Jones	£21,044
19	Councillor Dawn Lynne Jones	£21,044

20	Councillor Gareth Tudur Morris Jones	£21,044
21	Councillor Gwilym Jones	£21,044
22	Councillor Eryl Jones-Williams	£21,044
23	Councillor Cai Larsen	£21,044
24	Councillor Beth Lawton	£21,044
25	Councillor Dafydd Meurig	£21,044
26	Councillor Linda Morgan	£21,044
27	Councillor Dewi Owen	£21,044
28	Councillor Edgar Wyn Owen	£21,044
29	Councillor Gareth Coj Parry	£21,044
30	Councillor Geraint Parry	£21,044
31	Councillor Elwyn Rhys Parry	£21,044
32	Councillor Nigel Pickavance	£21,044
33	Councillor John Pughe	£21,044
34	Councillor Rheinallt Puw	£21,044
35	Councillor Arwyn Herald Roberts	£21,044
36	Councillor Beca Roberts	£21,044
37	Councillor Gareth A Roberts	£21,044
38	Councillor John Pughe Roberts	£21,044
39	Councillor Meryl Roberts	£21,044
40	Councillor Richard Glyn Roberts	£21,044
41	Councillor Dyfrig Siencyn	£21,044

42	Councillor Ioan Thomas	£21,044
43	Councillor Peter Thomas	£21,044
44	Councillor Hefin Underwood	£21,044
45	Councillor Einir Wyn Williams	£21,044
46	Councillor Elfed Williams	£21,044
47	Councillor Gareth Williams	£21,044
48	Councillor Gruffydd Williams	£21,044
49	Councillor Sasha Williams	£21,044
50	Councillor Sian Williams	£21,044

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		**ANNUAL AMOUNT OF SENIOR SALARY**
	ROLE	**MEMBER**	
1.	Leader	Councillor Nia Jeffreys	£71,0251
2.	Deputy Leader Cabinet Member - Children and Young People	Councillor Menna Trenholme	£49,717
3.	Cabinet Member – Education	Councillor Dewi Jones	£42,615
4.	Cabinet Member – Environment	Councillor Craig ab Iago	£42,615
5.	Cabinet Member – Highways and Municipal and Ymgynghoriaeth Gwynedd Consultancy	Councillor June Jones	£42,615
6.	Cabinet Member – Housing and Property	Councillor Paul Rowlinson	£42,615
7.	Cabinet Member – Corporate Support	Councillor Llio Elenid	£42,615
8.	Aelod Cabinet – Cyllid Gwybodaeth Cabinet Member – Finance	Councillor Huw Wyn Jones	£42,615
9.	Cabinet Member – Adults, Health and Wellbeing	Councillor Dilwyn Morgan	£42,615
10.	Cabinet Member – Economy and the Main Cross-departmental Programmes	Councillor Richard Medwyn Hughes	£42,615

	SENIOR SALARIES ENTITLEMENTS (includes basic salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	**MEMBER**	
11.	Chair of Communities Scrutiny Committee	Councillor Elfed P Roberts	£31,567
12.	Chair of Care Scrutiny Committee	Councillor Elwyn Jones	£31,567
13.	Chair of Education and Economy Scrutiny Committee	Councillor Rhys Tudur	£31,567
14.	Chair of Planning Committee	Councillor Huw Rowlands	£31,567
15.	Chair of Licencing Committee (Central and General)	Councillor Gwynfor Owen	£31,567
16.	Chair of Pensions Committee	Councillor Elin Hywel	£31,567
17.	Leader of the the largest Opposition Group	Councillor Angela Russell	£31,567
A maximum of **18** senior salaries for **Cyngor Gwynedd** may be paid and this has not been exceeded.			

ENTITLEMENT TO CIVIC SALARIES		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	**MEMBER**	
Civic Head (Chair)	Councillor Elin Walker Jones	£31,567
Deputy Civic Head (Vice Chair)	Councillor Delyth Lloyd Griffiths	£25,253

ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	**MEMBER**	
Chair of Standards Committee	Hywel Eifion Jones	Number of hours x £33.50
Chair of Governance and Audit Commitee	TBC	Number of hours x £33.50
Statutory Co-optees: Standards Committee Education and Economy Scrutiny Committee	 Mark Jones Non Gibson Carys Edwards Neil Hawkins Richard Parry Hughes Sharon Roberts Colette Owen Gweno Glyn	Number or hours x £29.75

ENTITLEMENT AS STATUTORY CO-OPTEES		AMOUNT OF CO-OPTEES ALLOWANCES
ROLE	**MEMBER**	
Governance and Audit Committee	Williams Elise Porter Gwilym Jones Dr Peter Barnes Dewi Lewis Paul Millar-Mills Carys Edwards Hywel Eifion Jones	
Statutory Co-optees - ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not applicable	

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All members • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.	

SCHEDULE 2

Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of anybody to which the Authority makes appointments or nominations or of any committee of such a body.

- attendance at a meeting of any association of authorities of which the Authority is a member.

- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities.

- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet.

- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened.

- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises.

- attendance at any training or developmental event approved by the Authority or its Cabinet.

- the following duties which have been approved by Council:

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles in a year by car Over 10,000 miles in a year by car Per passenger carried on authority business	 55 pence per mile 25 pence per mile 5 pence per mile
Private Motorcycles Pedal Cycles	24 pence per mile 20 pence per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28, covers a 24-hour period, and can be claimed for any meal if relevant provided receipts support such a claim.

Re-imbursement of alcoholic drinks will not be permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.
A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The Authority will arrange for the publication on the council's website the total sum paid by it to each Member and C-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency, this will include remuneration from all public service appointments held by elected Members.

- The Authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.

- The Authority will publish on the council's website the annual schedule of Member Remuneration no later than 31 July of the year to which the schedule refers.

- The authority will send a copy of the schedule to the Independent Remuneration Panel for Wales no later than 31 July of the year to which the schedule refers.

- The Authority will maintain records of Member/Co-opted Members attendance at meetings of council, cabinet and committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.

- The Authority will arrange for the publication on the council's website of annual reports prepared by Members.

- When the Authority agrees a paid substitution for family absence, it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.